

Office365 ProPlus for EGGS Students

Microsoft Student Advantage

This programme provides access to Office365 ProPlus, a full version of Office, including: Word, PowerPoint, Excel, Outlook, OneNote, Access and Publisher.

Students can install the software on up to five computers including Windows and Mac. They can also access office mobile applications from a range of mobile devices. The software has the same features and functions as other versions of Office and can be used offline; however students must connect to the Internet once every 30 days to verify they are still eligible for the programme.

How long can I keep my license?

Students enrolled at Epsom Girls Grammar School are eligible for the Office365 ProPlus License. Students must connect to internet once every 30 days to verify they are still eligible. When the license expires, students retain read-only access to their Microsoft Office files.

Mac or Windows differences

The Windows version contains all current office applications. The Mac version is based on Office2016 and includes Word, PowerPoint, Excel, OneNote and Outlook.

How many devices can I install the software on?

Each subscription licence allows students to install Microsoft Office on up to five computers. Students can also run Office Mobile for Android or iPhone on up to five mobile devices.

What if I have problems?

If you experience any problems or require assistance please email the helpdesk at helpdesk@eggs.school.nz or visit the Student ICT Helpdesk located outside L3.

Installation Instructions

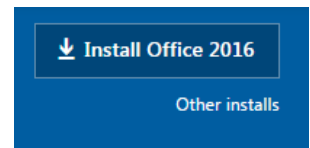
1. Go to <http://portal.office.com>
2. Type in your studentnumber@eggs.school.nz. You will then be redirected to the EGGS login page. Note: This is your login name for the portal, not your email address.
3. Type in the same password you use on the school computers.



Sign in with your organizational account

Sign in

Sign into Office 365 using your domain credentials.
E.g. "123456@eggs.school.nz"



4. Click on the Install button or choose Other installs for more options.
5. You will be offered the version of Office to match your Operating System.

Office

Install Office 365 ProPlus with the new 2016 apps (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business



Language: Version:

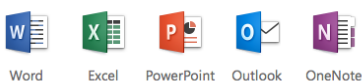
Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



[Review system requirements](#)

Install

6. Follow the prompts to install the software. When prompted for credentials, use the same login name studentnumber@eggs.school.nz and password that you entered earlier.